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RULES & REGULATIONS

Carnegie Public Library

VANCOUVER, B. C.

ADOPTED JUNE 1908



LIBRARY COMMISSIONERS

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Dr. J. M. Pearson

Mr. A. Goodman

Alb.

Northwest History
Vancouver Public Library

CARNEGIE PUBLIC LIBRARY

VANCOUVER, B. C.

RULES AND REGULATIONS

GOVERNING THE LIBRARY IN
ITS VARIOUS DEPARTMENTS



ADOPTED JUNE, 1908

AS TO THE GENERAL READING ROOM.

1. This department shall be open every day (except Sunday) from 9 a.m. until 10 p.m. except on public holidays or, when ordered by the Mayor and City Council as civic holidays, when this and all other departments shall be closed. The general Reading Room shall be open every Sunday afternoon from 2 until 5 p.m.

2. No person who is intoxicated or disorderly shall be admitted. No conversation will be permitted and no person shall be allowed to sleep, smoke, partake of refreshments, expectorate or use the room for such purposes. Dogs will not be allowed in the building.

3. All magazines, periodicals and newspapers must be read in the Reading Room where placed, and any one of them can be claimed through an official of the library, on 10 minutes' notice to the reader.

LADIES' READING ROOM.

4. This department shall be open every day from 9 a.m. until 9 p.m., except Sundays, on which days it shall be entirely closed as well as during the before mentioned holidays.

AS TO THE REFERENCE ROOM.

5. This department shall be open every day from 9 a.m. until 9 p.m., except on public or civic holidays as

stated in Rule 1. This department, however, shall be closed entirely on Sundays.

6. Rule 2, as to conduct of persons using the Reading Room, will be strictly enforced.

7. All books taken from any of the shelves must be returned to the same places.

8. Any person who shall be desirous of consulting any special work of a technical character which is in the Lending Library shall be permitted to do so on application to the Librarian. Such work, when read, to be immediately returned to the Librarian and shall not be left on the table.

9. Any person wishing to write letters shall be allowed to do so and shall be supplied with a reasonable quantity of material at the discretion of the Librarian.

AS TO THE LENDING LIBRARY.

10. The Lending Library shall be open every day for the issue of books from 10 a.m. until 8 p.m., and on Saturdays from 10 a.m. until 9 p.m., but no books shall be issued on Sundays. Rule No. 1, as to holidays shall apply to this department.

11. All residents in the City, above the age of 12 years, shall be entitled to take out books on giving security in the form following:

PUBLIC LIBRARY, VANCOUVER, B. C.

I hereby make application for a Borrowers' Ticket, and agree to observe all the rules and regulations of the Library.

Name

Vancouver, 190

Address

Vancouver, 190

To the Librarian,
Public Library, Vancouver.

I Recommend residing at

No. Street.

Occupation

as a fit person to enjoy the privileges of the Public Library; and I hereby guarantee that I will make good any injury or loss the Library may sustain from the permission that may be given in consequence of this certificate.

Name

Address

Occupation

N.B.—The guarantor signing this agreement must occupy the whole of a private house or business premises, with residence attached, in Vancouver, either as owner or tenant, and if at any time he should desire to withdraw from the agreement he must give written notice thereof to the Librarian, who will give a release as soon as he shall have ascertained that no liability exists under the above guarantee. No member of a family is eligible to sign this guarantee on behalf of another member of the family. Widows or unmarried ladies, if householders, are eligible to sign this guarantee. *if on the voters list*

This guarantee *must be signed in ink and in the presence of the Librarian*, and to remain in force not longer than two years unless, in the meantime, the guarantor has died or has permanently ceased to reside in Vancouver, in which case a fresh guarantee will be required.

12. Any resident citizen who should prefer to give cash security instead of furnishing the above guarantee, shall be allowed to do so by depositing two dollars with the Librarian or such larger sum as may, in his judgment, be required as the value of the book. The amount deposited will be written on the depositor's card and will be returned whenever he shall cease to take out further books; on his paying any fine that may be due and signing a receipt for the money deposited.

13. Any person residing out of the city limits but not further than five miles from the Vancouver City Hall, wishing to take out books, must deposit two dollars or the increased value of the book, as the case may be, to enable

him to draw books which will be returned in like manner and under the same conditions as stated in Rule 12.

14. Any member of the Library over the age of 15 shall be allowed a second ticket called a "Student's Ticket" entitling the holder to take out a second book from any class except fiction, and bound magazines, on condition that such member procure the signature of a householder to an additional form of guarantee or giving the aforesaid cash security, the issue of such second book to be subject to the same rules and regulations governing books issued on the ordinary ticket. The same guarantor who signed the previous guarantee may also sign the additional one.

16. The privileges granted to all members of the Lending Library may be revoked if, and when, the Library Board shall think proper.

17. Any card holder applying for a book which is not in at the time of application may have same reserved, but which will not be held more than 48 hours after mailing notice to applicant that the book is now in, and each applicant must leave a stamped card properly addressed for that purpose. No person shall lend his or her card or any book belonging to the Library to any one not a member of the same household.

18. Each borrower shall be entitled to take out one volume only at a time in all classifications except fiction; but should there be more than one volume in fiction, such borrower shall be entitled to take all the volumes comprising the work.

19. All books may be retained 14 days and may be once renewed for the same period except those marked *8-Day Books*, which are not renewable.

20. A fine of 10 cents for each week, or fractional part of a week, shall be paid on each book which is not returned or renewed according to Rule 17, and no other books shall be issued to the person incurring the fine until such fine be paid by the borrower or guarantor.

21. If any book be lost, destroyed or damaged, no other book shall be issued until made good by the borrower or guarantor in accordance with the terms of the guarantee given by him.

22. No books shall be issued by the Librarian except on the production of the Borrower's Ticket which will, in the first instance, be provided free of charge, but if the borrower lose his ticket he will be required to pay 5 cents for another one.

23. No person shall be allowed access to the shelves or to take any books therefrom.

24. The Librarian shall have discretionary power to refuse books to any one who refuses to comply with the above Rules and Regulations, but any person so refused may appeal to the Library Board.

25. Any person desirous of proposing books, periodicals or newspapers as additions, must do so in writing, which will be submitted to the Library Board.



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